### AWARD OF CONTRACT (804)

# I - General

See Specification Book sections 102 and 103, Manual Section 103.04, FHPM Volume 6, Chapter 4, Section 1, subsection paragraph 11, Board Policy B-14-05 and Administrative Policy A-04-01.

- A. After bid opening, the bids and computer runs shall be reviewed as follows:
  - 1. Verify the contractor has a Contractor's Public Works License (federal aid projects). State aid will be reviewed for contractor's license prior to bid opening.
    - a. When contractors bid federal aid projects without a Public Works license, the Clerical Specialist must remind the contractor in the apparent low letter of obtaining a license as required by Subsections 103.02 and 107.03. This apparent low letter should be sent by certified mail so the date received is verified.
  - 2. Verify mathematical extensions of the bid schedule from the computer Abstract of Bids.
  - 3. Factors considered for award or possible collusion:
    - a. Bid compared to Engineer's Estimate.
    - b. Number of bids submitted. (Fewer than three require reason for nonresponse.)
    - c. Number of potential bidders.
    - d. Comparison of unit prices against Engineer's Estimate and low bidder (Bid Line Item Profile (BLIP) computer program).
    - e. Distribution or range of bids received.
    - f. Identity and geographic location of the bidders.

See Exhibits 804-1, 2, 3, and 4.

Look also for bidding patterns which indicate possible alternating of contracts. Attempt to detect bidding irregularities which suggest token or complementary bidding. See part VII for more information.

- B. Action to be taken after evaluation:
  - 1. The PS&E Supervisor or his designee will present their review to the Construction Supervisor for his recommendation of awarding or rejecting the project(s). See Exhibits 804-5 and 6.

- 2. When the low bid is within the acceptable limits, the project will be awarded in accordance with Sections 102 and 103. See details under award process of this manual section. See Exhibit 804-7.
- 3. On federal-aid projects that are not under CA, a formal request of approval to award must be received from the Federal Highway Administration prior to awarding the contract. See Exhibit 804-8.

# II - Justification Process

When the low bid exceeds the Engineer's Estimate by more than 10 percent, the bid must be justified for award or rejection. When the low bid is 25 percent under the Engineer's estimate the bid must be justified for award or rejection. On non-certification acceptance projects the bid must be justified for award or rejection to the Federal Highway Administration. On occasion, the FHWA may request justification of bids on CA projects that are more than 25 percent under the Engineer's Estimate. See Exhibit 804-9.

On bids that are outside of the acceptable limits, Construction will request a justification from the District Engineer. See Exhibit 804-10.

When the bid is recommended for award or rejection, Construction will analyze the district's justification and present a recommendation to the Idaho Transportation Board. After approval has been received from the IT Board the award or rejection process may proceed. See Exhibits 804-11 through 804-18A for typical examples. The FHWA will receive copies of this recommendation on CA projects. On projects that are not under CA, a formal request for award or rejection will be made to the FHWA.

### III - Award Process

When the CA Supervisor recommends award of a project, the Abstract of Bids and Bid Summary are distributed. Then if the contractor is licensed, the apparent low letter is sent to the contractor by first class mail. When the contractor needs to obtain a Public Works license, the apparent low letter is sent by certified mail. See Exhibits 804-19 and 20. At the same time or a few days later, the contracts will be mailed to the contractor by certified mail. See Exhibit 804-21. At this time, the Clerical Specialist will monitor time restraints and perform other control procedures. See Exhibit 804-22. When the contracts and other required documents are returned, the contract will be awarded within 15 calendar days.

# IV - Rejection Process

When the CA Supervisor recommends rejection of a project, the bidders will be notified in writing. See Exhibits 804-23 and 24. A copy of the rejection letter will be sent to the FHWA on certification acceptance projects. Federal aid projects that are not under CA will require a formal request for approval to reject the project from the FHWA. See justification process.

# V - Time Provisions

See Sections 103 and 107 and Idaho Code Section 30-1-106.

The award of the contract will be made within 45 calendar days after the apparent low letter has been mailed to the lowest qualified bidder. However, the award may be deferred beyond 45 calendar days by mutual agreement between the Board and the lowest qualified bidder. A reasonable time extension will be allowed for a contractor to obtain a Public Works license when bidding federal aid projects, provided the License Board has received the contractor's application no later than the first business day following receipt of the apparent low letter. In addition to the above, incorporated foreign contractors must be qualified to do business in Idaho as required by Idaho Code Section 30-1-106. If the duration of the project is less than 30 days, it is not necessary for the contractor to qualify to do business in Idaho. Because of the limited time required to apply for a license, the unlicensed bidders should be alerted verbally of the licensing requirements and the conversation should be confirmed in the apparent low bid letter.

The bidder must sign and return his contract within 15 calendar days after he receives it. This time period is more than adequate for state projects, but it has posed some problems with contractors complying with the regulations of federal aid projects and foreign contractors completing the contract requirements. The major problem areas have been satisfying DBE commitments and foreign contractors bidding without an Idaho Public Works license and not having an Idaho bonding agent.

When the contractor has a legitimate reason for needing more than 15 calendar days to return the contract documents, an extension may be allowed by the Construction Supervisor. If the extension is allowed by verbal discussions, then all contacts should be documented to the file, and discussions should be confirmed in the extension letter. The contractor should make a formal request for a time extension.

# VI - Disadvantaged Business Enterprise Goals and Approval (Federal Aid Projects)

See Section 103, FHWA 1273, Civil Rights Special Provisions, and Manual Sections 113.5 and 804.

Whenever a project will support DBE participation goals, they will be as established in the Civil Rights Special Provisions or as recommended in the Special Provisions. If at all possible, 10 percent or more participation should be achieved. Whenever the project will not support the established goal and is reduced, then it should be discussed with the Contract Compliance Officer and justified. On projects that have several phases of construction and leave a question of what type of contractor may be the prime contractor, consideration should be given as to how the DBE participation will affect the contractor handling the specified percentage of the contract. If there is a question, then consideration should be given to reducing the percentage that the prime contractor has to complete with his own forces.

Approval of the DBE commitments shall be the responsibility of the Contract Compliance Officer of the Civil Rights Section.

The form ITD-2396, Proposed DBE Commitments, will be presented to the Contract Compliance Officer by Construction immediately after it has been received from the contractor. Construction will monitor the approval time so it is returned in a timely manner for awarding the contract.

### VII - Anticollusion

See Section 102.10, FHPM Volume 6, Chapter 4, Section 1, Subsection 6 and preaward procedures within, Administrative Policy A-04-01, and Board Policy B-14-05.

# A. Anticollusion Statement

A specific statement is included in the bid proposal form whereby the contractor states he has not participated in any form of collusion or restraint of free competitive bidding in connection with the project being bid. The statement is signed by the bidder and notarized. See Exhibits 804-25.

Subsection 102.10 provides that evidence of collusion shall be considered as reason for disqualification of a bidder and rejection of contractor's proposal. Subsection 102.10 also provides that participants in collusion will receive no recognition on future bids for the state until reinstatement as a qualified bidder has been made.

# B. Engineer's Estimate

The Engineer's Estimate is confidential and is not exposed to the contractors or suppliers. The Engineer's Estimate is prepared using the Construction computerized program in the district for the preliminary estimate and Headquarters for the Engineer's Estimate.

Security is provided in the system to ensure strict confidentiality of the Engineer's Estimate.

### C. Bidding Procedures

See Manual Section 803.

### D. Award of Contract

See Manual Section 804.

# E. Bidding Competition

Increased bidding competition is encouraged by keeping most projects within a medium cost range to encourage smaller contractors to submit bids. The Construction Section and the districts monitor the plan holder list and encourage activity from contractors when possible bidders appear to be limited. Bid openings are scheduled on a weekly basis and more often during peak load periods, as projects are developed to provide unsuccessful bidders an opportunity to offer bids on additional projects. Prebid meetings are encouraged on complex projects.

# F. Collusion and Bid Rigging Evaluation

The following items should be monitored:

- 1. Contractors repeatedly bidding against one another.
- 2. Successful bidder repeatedly subcontracting work to companies that submit higher bids.
- 3. Different groups of contractors who appear to specialize in federal, state or local jobs exclusively.
- 4. A comparison of the low bidder's unit prices with those of the engineer's estimate.
- 5. A comparison of the low bidder's unit prices with those of the other bidders.
- 6. A particular contractor always being low bidder in a certain geographic area.
- 7. Contractor bidding frequently but never low.
- 8. Identical bid amounts on a contract item by two or more bidders.
- 9. Contractors previously convicted of bid rigging in other states who are operating in this state.
- 10. Joint venture bids where either contractor could have bid as a prime.

# G. Debarred Bidders

FHWA nationwide listings of debarred bidders are reviewed on a current basis. If any of the debarred bidders submits a bid, their quotation would be considered apparent irregular until a management decision was made to accept or reject their bid. See Exhibits 804-26.

# H. Less Than Three Bidders

After bids have been accepted and verified, the number of bids received should be reviewed.

If fewer than three bids are received, the following should be considered:

- 1. Review of planholders.
- 2. Discuss with district for lack of contactors' reponse.
- 3. Discuss with contractors for lack of response.

If findings indicate a lack of response because of contractors' lack of awareness of the project, the project should be considered for readvertisement. Any adverse findings for limited bidding response should be recorded in the project file.

# VIII - Detailed Estimate of Cost

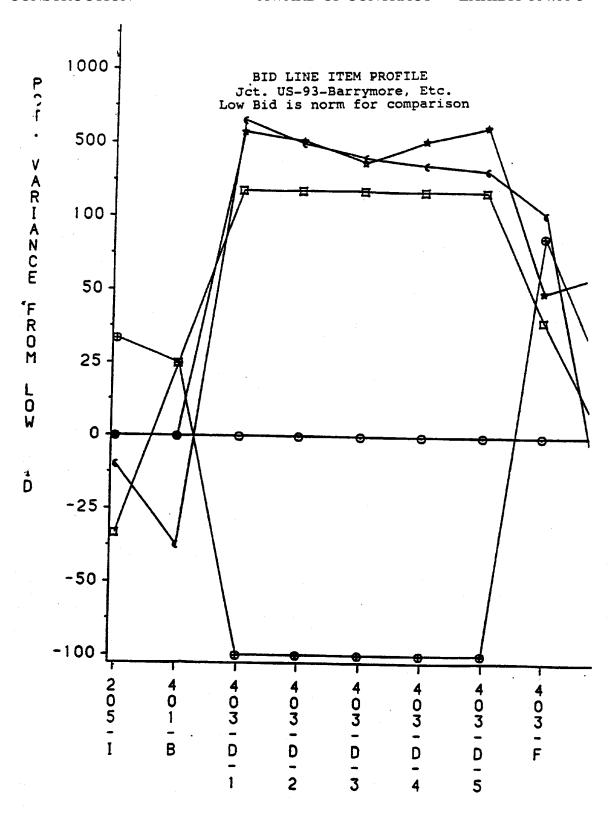
When a contract is awarded, Construction prepares the computerized Detailed Estimate of Cost and submits copies to Financial Control for the project agreement with FHWA. Construction then prepares copies for distribution to the District and various sections.

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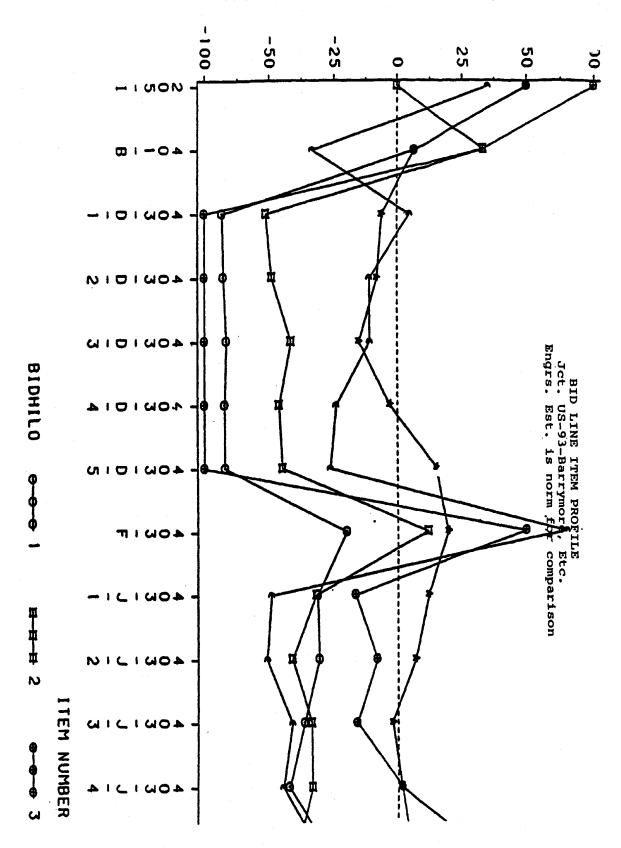
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PAGE 2	F DS	ABSTRACT OF	



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# BID REVIEW & EVALUATION

DATE OF BID OPENING - MAY 9, 1989

Idaho Project No. ST-1721 (534) Sterling Road to Railroad Tracks Birgham County, Key No. 4513

The following factors have been considered in evaluating the bids for possible collusion and other factors:

✓a. Bid compared to Engineer's Estimate.

Number of bids submitted. (Rewer than three require reason for nonresponse.)

Number of potential bidders.

Comparison of unit prices against Engineer's Estimate and low bidder (Bid Line Item Profile (BLIP) computer program).

Distribution or range of bids received.

Lientity and geographic location of the bidders.

Review has determined there # / IS NO apparent collusion, and Contract Administration recommends #WARDING/REFERENT the project.

See Award-Reject form for Description of Work and Bidders.

Contract Administration Supv.

5-11-89 Date

# DATE OF BID OPENING - MAY 9, 1989 - STATE FINANCED PROJECT

Idaho Project No. ST-1721 (534) Sterling Road to Railroad Tracks Bingham County, Rey No. 4513

DESCRIPTION: The work on this project consists of reconstructing shoulders, repairing soft spot areas, placing a .15' overlay, and placing a full width seal coat on 5.4 miles of SH-39 from Sterling Road to Railroad tracks, known as Idaho Project No. ST-1721 (534), in Bingham County, Key No. 4513.

CONTRACT TIME: ON OR BEFORE AUGUST 31, 1989

BIDDERS:

Robert V. Burggraf Co., Inc.

\$570,902.90

Idaho Falls, Idaho

H-K Contractors, Inc. Idaho Falls, Idaho

\$583,937.42

Bannock Paving Co., Inc.

\$636,939.30

Pocatello, Idaho

Hunziker Construction Co.

Pocatello, Maho

\$643,806.00

FOUR (4) BIDS RECEIVED

ENGINEER'S ESTIMATE - \$549,243.40

LOW BID - 103.94 Percent of the Engineer's Estimate

(AWARD)

(REFEREN

Approval to award or reject this project is based on Contract Administration's Bid Review and Byaluation.

R.W. HEDGES, P.E.

Contract Administration Supr.

5-11-89 Date

Contractor P.O. Box city

Idaho Federal Aid Project No.

#### Centlemen:

We are returning your copy of Contract No. \*\*\*\*, covering the work on the captioned project, which has been duly executed by this office.

Award has been made as of this date unless otherwise directed work may commence. Contract time shall commence 15 calendar days after this date, or as stated in the contract proposal.\*\*No work shall commence on this project until a certificate of insurance is accepted by this office.\*\*Railroad protective liability insurance is a requirement of this project; no work may commence on this project until a railroad policy is accepted by this office and the railroad company.

\*\*Our records do not show receipt of State Tax Collector's Form WH-5. Please see that this form is completed and returned as soon as possible.

Sincerely,

R.W. HEDGES, P.E. Contract Administration Supervisor

# Enclosures

đs

bcc: Dist Engr Res Engr Dist Matls Engr Matls Traffic Local Roads Contr Adm Intmtn. Contr. FHWA\*\*\*\*

OFCCP\*\*\*

Maintenance\*\*\*\*

Bonding Co. Res Agent CMS - Marge Br idge\*\*\*\*\*

Public Info--Pat Design--Francis

CMS

FC--Projects CAS recpt. Central Files

Dept. of Labor--Elec Ed

Mr. Jack T. Coe Division Administrator Federal Highway Administration Idaho Division Boise, Idaho 83707

Idaho Federal Aid Project No.

Dear Mr. Coe:

It is the decision of this office to award the contract on the above named project to \*\*\*\*\*\*\*\*\*, of \*\*\*\*\*\*\*\*\*, on the basis of their low bid received \*\*\*\*\*\*\*\*\*\* 1986, in the amount of \$\*\*\*\*\*. Preliminary screening procedures indicate no bidder collusion.

Attached is the abstract of bids on this project and the Contractor's DB Good Faith Efforts Summary, which has been approved by this office.

May we have your concurrence in this award? Sincerely,

R.W. HEDGES, P.E. Contract Administration Supervisor

Division Administrator Federal Highway Administration Date



# U. S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION IDAHO DIVISION 3010 WEST STATE STREET

December 20, 1985

REPLY TO: HDA-ID.1/422

Mr. E. Dean Tisdale Director Idaho Transportation Department Boise, Idaho

Dear Mr. Tisdale:

Your department routinely requests our concurrence prior to award of Interstate contracts. In order that we may have all available information to support the concurrence action, we request that an analysis of the bids accompany—your request when the low bid is more than 110% or less than 75% of the engineer's estimate.

Your cooperation will be appreciated.

Sincerely yours,

Jack T. Coe

**Division Administrator** 

RGC/de

DATE

Project No.
Key No.
Description

### DISTRICT ENGINEER

R.W. HEDGES, P.E. Contract Admin. Supv.

JUSTIFICATION FOR AWARD OR REJECTION OF BID

Bids were opened \*\*\*\*\*\*\* for the captioned project(s), and the low bid was \*\*\*\*\* over the Engineer's Estimate, as indicated by the attached Abstract of Bids.

Please submit a written justification for awarding or rejecting the project that addresses the following factors:

- a. Bid compared to the Engineer's Estimate.
- b. Number of bids submitted.
- c. Number of potential bidders.
- d. Comparison of unit prices against Engineer's Estimate and low bidder.
- e. Potential for savings if the project is readvertised.
- f. Urgency of the project.
- g. Current market conditions/contractor's workload.
- h. If the project is recommended for award, the obvious errors and oversights should be recognized and justification shown for revising unit item prices so the Engineer's Estimate is within 10% of the low bid.
- i. If the project is recommended for rejection, future planning for disposition of the project should be covered. If the project is readvertised and the estimate is increased, then there must be a justification for the increase.

Attachment

ds

cc: CHO

CTS

Contr Adm Supv PS & E Supv CF

ITC 500 8/84

STATE OF IDAHO

# TRANSPORTATION DEPARTMENT

Intra-Department Correspondence

PROJECT No: 1R-84-2(30)128 DATE: DECEMBER 29, 1988

KEY No:

4071

SNAKE RIVER BRIDGES ELMORE CO.

TO: CONTRACT ADMINISTRATION SUPERVISOR

from a Thomas in gost

FROM:

LOREN D. THOMAS, P.E.

Acting District Four Engineer

SUBJECT: JUSTIFICATION FOR AWARD OF PROJECT BID

Your letter of December 23, 1988 requested written justification for awarding the low bid on the captioned project.

The major differences between the Engineer's Estimate and the low bid are in the SPB-1 and 2 special provisions. The attached letter from the Bridge Design Supervisor contains justification for these items. The SPB-1A and 1B items were underestimated by \$50,400 or 12.9 percent of the original estimate.

The SPB-2A, 2B, and 3 items are basically balanced by the lower bid price for Item 504-B.

If the Engineer's Estimate is increased by the \$50,400, the low bid becomes 6.9 percent over the adjusted estimated.

The District concurs with the Bridge Section in the recommendation to award the contract.

LDT:JTS:mj

cc: CF

CHO

CAS (W/A)

DF (W/A)

PDS (W/A)

170 500 8/84

STATE OF IDAHO

# TRANSPORTATION DEPARTMENT

Intra-Department Correspondence

DATE: DECEMBER 29, 1988

PROJECT No: IR-84-2(30)128

KEY No: 4071

SNAKE RIVER BRIDGES REPLACE BEARING UNITS

TO:

DISTRICT #4 ENGINEER

FROM:

R. A. JOBES, PE BRIDGE DESIGN SUPERVISOR

SUBJECT: JUSTIFICATION FOR AWARD OF BID

Bids were opened December 20, 1988, with four contractors submitting the following bids:

> Ralph Wadsworth Construction Co., Inc. \$472,682.00 \$499,075.00 Idaho Construction Co., Inc. Ralph Thornton Construction Co. \$516,116.35 \$634,831.00 Weaver Construction Co.

The Engineer's Estimate was \$391,813.35.

In reviewing the bids and the Engineer's Estimate, the Bridge Section has determined the Engineer's Estimate of SPB-1 Superstructure Jacking System and SPB-2 Sliding Bridge Bearings was low for the following reasons.

The Superstructure Jacking System (SPB-1A and SPB-1B) was designed to allow the contractor to adapt his equipment and materials to accomplish this work. Not knowing the exact jacking method or equipment the contractor would base his bid upon, an assumption for these item's was made to establish a cost for the Engineer's Estimate. The Engineer's Estimate did not assume the same degree of difficulty as the contractor associated with the design and construction of the Superstructure Jacking System.

The Sliding Bridge Bearings (SPB-2A and SPB-2B) as designed for this project have not been utilized previously on Idaho bridges and, therefore, a past record of the costs associated with furnishing and installing this type of bearing unit was not available to aid in the preparation of the Engineer's Estimate. The unit cost for structural steel (504-B) was increased by a factor of 1.75 to account for additional fabrication costs, but these costs were included instead with the contractor's bid price for Sliding Bridge Bearings. When the bid items for Sliding Bridge Bearings and Structural Steel are added together to reflect the total cost for the entire bearing unit, then the low bid for these items is actually 3.88% below the Engineer's Estimate.

CONTINUED

District #4 Engineer December 29, 1988 Page 2

The lump sum low bid for Superstructure Jacking was approximately twice the amount in the Engineer's Estimate, and the reason for this difference is as previously stated. After evaluation of the bid costs, we believe that this lump sum may indeed be an accurate price for this work and feel it doubtful that re-advertising would result in net savings for the State.

RAJ:REH:trb

CC: CHO

# BID REVIEW & EVALUATION

DATE	OF	BID	OPENING	-	DECEMBER	20,	1988

Idaho Federal Aid Project No. IR-84-2(30)128 Snake River Bridge Elmore County, Key No. 4071

The following factors have been considered in evaluating the bids for possible collusion and other factors:

A. Bid compared to Engineer's Estimate.

Number of bids submitted. (Fewer than three require reason for nonresponse.)

response.)

Number of potential bidders.

Comparison of unit prices against Engineer's Estimate and low bidder (Bid Line Item Profile (BLIP) computer program).

Identity and geographic location of the bidders.

Review has determined there **AP** / IS NO apparent collusion, and Contract Administration recommends **AWARDING/BEADERS** the project.

See Award-Reject form for Description of Work and Bidders.

Contract Administration Supv.

12.30.88

DATE OF BID OPENING - DECEMBER 20, 1988 - FEDERAL & STATE FINANCED PROJECT

Idaho Federal Aid Project No. IR-84-2(30)128 Snake River Bridges Elmore County, Key No. 4071

DESCRIPTION: The work on this project consists of replacing defective bridge bearing units, install guard rail and flatten slopes at the bridges on I-84 near Glenns Ferry, MP-121.6 and near King Hill, MP-128.0, Snake River Bridges, Known as Idaho Federal Aid Project No. IR-84-2 (30) 128, in Elmore County, Key No. 4071.

CONTRACT TIME: ON OR BEFORE AUGUST 26, 1989.

BIDDERS:

Ralph L. Wadsworth Const. Co., Inc. \$472,682.00

Boise, Idaho

Idaho Construction Company, Inc.

\$499,075.00

Kimberly, Idaho

Ralph Thornton Const., Inc.

\$516,115.85

Boise, Idaho

Weaver Construction Co.

LaGrande, Oregon

\$634,831.00

Four (4) BIDS RECEIVED

ENGINEER'S ESTIMATE - \$394,813.35

LOW BID - 119.72 Percent of the Engineer's Estimate

(AWARD)

(TOJECT)

Contract Administration agrees with the cost justification from the Bridge Section, and concurs with the districts request to proceed with the awarding of this project to Ralph L. Wadsworth Construction Co.

Approval to award or reject this project is based on Contract Administration's Bid Review and Evaluation.

R.W. HEDGES, P.E.

Contract Administration Supr.

Mr. Jack T. Coe Division Administrator Federal Highway Administration Idaho Division 3010 W. State Street Boise, ID 83703-5999

Idaho Federal Aid Project No.

Bids were opened September 27, 1988, with the following results:

CONTRACTOR

AMOUNT BID

# ENGINEERS EST

####( ) Bids were received

The Engineers Estimate was \$\*\*\*\*\*\*\*\*\*

Attached for your review is the Districts Bid Analysis letter that describes their justification for award of this project.

Preliminary screening procedures indicate no bidder collusion.

Attached is the abstract of bids for this project, the Districts justification and the Contractor's DB Good Faith Efforts Summary, which has been approved by this office.

May we have your concurrence in this award?

Sincerely,

R.W. Hedges, P.E. Contract Administration Supervisor

RWH: ds Attachment

APPROVED:

Idaho Division Administrator Federal Highway Administration Date

cc: SHA CHO

District # Engineer CAS

ITD 500 8/84

### STATE OF IDAHO

# Intra-Department Correspondence

# TRANSPORTATION DEPARTMENT

PROJECT No: 1R-15-1(98)25 DATE: MAY 31, 1985

**KEY No:** 3342

MALAD SUMMIT REST AREA

BANNOCK COUNTY

TO:

CONTRACT ADMINISTRATION

FROM:

DISTRICT FIVE ENGINEER

SUBJECT: ANALYSIS OF BIDS

Bids were opened May 7, 1985, with eight contractors submitting the following bids:

Harris Construction Co. \$ 61,173.21 86.58% of Engr Est Jensen & Whitehead Const., Inc. \$ 74,836.49 105.91% of Engr Est \$ 90,752.00 128.44% of Engr Est \$ 92,536.00 130.96% of Engr Est \$ 93,917.50 132.92% of Engr Est \$ 96,886.00 137.12% of Engr Est \$105,800.00 149.74% of Engr Est U. S. Metro Corp. Goodwin Contractors, Inc. Idaho Peat Inc. W. R. Henderson Const. Co. Ranstrom Const. Inc. \$122,499.50 173.37% of Engr Est Beco. Inc.

The Engineer's estimate was \$70,655.00.

The low bidder submitted an apparent low bid in the amount of \$63,411.00. However, after correcting several arithmetical errors made by the bidder in multiplying the quantity unit times the unit bid price, the corrected total was \$61,173.21. One item, SP-18 Doors. Frames & Closures had a significant difference between the Contractor's extended amount and the computed amount. The Contractor entered  $$6.25 \times 3 = $1,875.00$ , which actually computed to \$18.75. The Contractor maintained he intended the unit price to be \$625.00. He was informed that in the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern. In turn, the Contractor turned the matter over to his attorney, who then contacted our legal council. Consequently, this problem caused unavoidable delays in processing the contract documents. The delay would also cause work to be performed during the ensuing tourist season. In view of the delays, the dispute concerning the specification in regard to the governing bid figure, and the amount of the 2nd low bid compared to the Engineer's estimate, it was determined to be in the best interest of the State to reject all bids and readvertise the project at a later date which will not be in conflict with major tourist travel.

CF cc: Director DF CHO

CAS

Mr. Jack T. Coe Division Administrator Federal Highway Administration Idaho Division Boise, Idaho 83707

Idaho Federal Aid Project No.

Dear Mr. Coe:

Attached is the Districts justification to reject this project.

This office concurs with the District and recommends rejecting all bids.

May we have your concurrence in this rejection?

Sincerely,

R.W. HEDGES, P.E. Contract Administration Supervisor

Enclosure

Division Administrator Federal Highway Administration Date

ITD 500 8/84

STATE OF IDAHO

# TRANSPORTATION DEPARTMENT

Intra-Department Correspondence

JUNE 29, 1988 DATE:

PROJECT No: ST-8123(502) & STM-0003(512)

KEY No:

MOUNTAIN HOME COUPLET, BOISE WEST CONNECTOR-GOWEN ROAD

ELMORE & ADA COUNTIES

TO:

CONTRACT ADMINISTRATION

FROM:

DISTRICT THREE ENGINEER

SUBJECT: ANALYSIS OF BID

Bids were opened June 21, 1988 with only one bid received in the amount of \$218,174.16 from Boise Paving and Asphalt Company of Boise, Idaho. The Engineer's Estimate was \$179,477.62.

Because of the excessively high bid (21.56% over the Engineer's Estimate) and the fact that there was only one bidder, the District recommends that this bid be rejected.

A revised contract, consisting of seal coating the thirteen (13) structures in Boise and the two (2) at Nampa will be readvertised as soon as possible. These projects will be more compatible with each other, so we should receive more interest from bidders.

The Mountain Home Couplet project will be deleted from this proposal and readvertised next year as a companion project with the Tollgate Surfacing project.

cc: CF

CHO

CAS (W/A)

DF (W/A) PDS (W/A)

ITD 500 8/84

### STATE OF IDAHO

# TRANSPORTATION DEPARTMENT

Intra-Department Correspondence

DATE:

MAY 29, 1985

PROJECT No: F-2391(47)

KEY No: 3025 JCT. SH-25 - NEWMANS CORNER

JEROME COUNTY

TO:

CONTRACT ADMINISTRATION

FROM:

DISTRICT FOUR ENGINEER

SUBJECT: ANALYSIS OF BIDS

Bids were opened May 14, 1985, with four contractors submitting the following bids:

Nelson Sand & Gravel Co., Inc. \$1,794,848.40 117.48% of Engr Est LeGrand Johnson Const. Co. \$2,138,355.58 139.97% of Engr Est Robert V. Burggraf Co., Inc. &2,205,511.80 144.36% of Engr Est Bannock Paving Co., Inc. \$2,276,603.95 149.02% of Engr Est

The Engineer's estimate was \$1,527,703.85.

In reviewing the bids and the Engineer's estimate, the following items varied significantly:

Item	1	Engr Est	Low Bid	Total Cost Differential
205-A 205-E 206-A 303-A-1	Excavation Borrow Haul 2" Aggr. for Base	\$1.75 \$1.50 \$0.70 \$3.50	\$2.50 \$2.20 \$0.25 \$4.80	\$223,416.75 \$ 49,652.40 -\$ 42,587.00 \$140,913.50
	5254	TOTAL		\$371.395.10

# Potential for savings if the project is readvertised

The Low Bidder was 19.13% under the next bidder. This advantage could be lost if the project was readvertised.

# Urgency of the project

If the contract is awarded now, the project can be completed this summer. If the project is delayed and completion therefore delayed, the follow-up surfacing contract would also be delayed.

The overall effect would probably mean a year's delay in having this road available to the traveling public.

May 29, 1989 Page 2

Also, most of the project staking is complete and the Resident Engineer is geared up to handle the project at this time. This effort could be lost if the project is delayed.

### Current market conditions/contractor's work load

The wide spread in bids may indicate that the contractor's work load is increasing. However, with the construction program presently planned, this work load will likely increased further. The net result may be a higher bid in the future.

### Errors and oversights

In analyzing the bids for borrow and excavation, it is apparent that the Engineer's estimate was too low. Contractors were contacted, and we discovered the majority of this material had to be hauled around the three canal bridges with trucks at legal loads. Hauling most of the material in trucks at legal loads makes the bid prices of \$2.50/c.y. for excavation and \$2.20/c.y. for borrow reasonable. In figuring the "2-inch aggregate for base" estimate, no cost was included in the Engineer's estimate for laying and processing the material on the road or for stripping the source. Adding a \$1.00/ton for processing and \$0.30/ton for stripping brings this cost up to the \$4.80/ton that the contractor bid.

The sum of all of these corrections increases the Engineer's estimate \$371,395.10 or 24.31%. This would make the low bid of \$1,794,848.40,94.51% of the Engineer's estimate.

Based on the above justification, the District recommends awarding this project to Nelson Sand & Gravel Co., Inc. of Boise, Idaho, in the amount of \$1,794,848.40.

cc: CF CHO CAS (W/A) DF (W/A) PDS (W/A)

cc: Director CF CHO DF CAS ITD 500 8/84

STATE OF IDAHO

# TRANSPORTATION DEPARTMENT

Intra-Department Correspondence

AUGUST 18, 1986 DATE:

PROJECT No: IR-84-4(1)239

KEY No: 3540

South of Idahome I.C.

Sweetzer I.C. Cassia County

CONTRACT ADMINISTRATION

\*\*\*\*\*

NOTE: Typical justification when

\*\*\*\*\* bids are substanially under

DISTRICT FOUR ENGINEER

the Engineer's Estimate

FROM:

TO:

SUBJECT: ANALSYIS OF BIDS

Bids were opened August 5, 1986 with seven Contractors submitting the following bids:

Idaho Sand & Gravel Co. Inc. \$1,219,414.54 - 77.07% of Engrs. Est. Robert V Burggraf Co. Inc. \$1,232,519.00 - 77.90% of Engrs. Est. HK Contractors Inc. \$1,249,354.00 - 78.96% of Engrs. Est. LeGrand Johnson Const. Co. \$1,306,804.91 - 82.59\$ of Engrs. Est. Bannock Paving Co. Inc. \$1,326,768.27 - 83.85\$ of Engrs. Est. Central Paving Co. Inc. \$1,328,762.60 - 83.96\$ of Engrs. Est. Western Construction Inc. \$1,374,343.22 - 86.86\$ of Engrs. Est.

The Engineer's Estimate at the time of bid opening was \$1,582,156.00. From a review of the Engineer's Estimate and the bids submitted, it is apparent some of the estimated prices were too high along with overestimated quantities for one item as shown by the attached summary.

### Items 205-E Borrow & 206-A Haul

The low bidder anticipated use of an alternate source for Borrow which reduced the average haul from 10 miles to  $\pm 6$  miles. He submitted a zero cost bid for Haul item and a higher bid for Borrow to balance the cost as if it were an in-place bid item. Cost for the shorter haul is reflected in the combined cost he bid for these items, which resulted in a savings below the estimate of \$73,174.86 for the combined items.

# SP 4-A Recycled Plmx; & SP 4-B AC-2.5 Asph

It is planned to use  $(\pm)$  40% RAP in the recycled pavement on this project with 3% asphalt added to the natural RAP material. The estimator erred and calculated the asphalt quantity based on 5.5% of the total mix for item SP-4. This resulted in an overestimated of 253 tons of AC-2.5 Asph.

Several contractors recognized this error and adjusted their bid prices on items SP-4A & SP-4B to be able to submit the lowest bid possible against their competition. It appears the low bidder

CONTINUED

estimated he would have to add 3% AC-2.5 Asph. to the RAP, then submitted a price of \$25/ton for the total remaining AC-2.5 Asphalt which would be required. Assuming the average bid of \$140 for asphalt cement, he then adjusted the normal price for recycled plmx by adding approximately \$6.00 per ton to arrive at his bid price for Item SP-4A. Similar adjustments were applied to Items 405-A & 405-D.

Engineer's Estimate for Items 405-D & SP-4B was \$170/ton of asphalt. However, the supplier quoted \$132/ton for asphalt, so \$140 per ton of asphalt' cement would be recommended as a more realistic figure.

### Item 629-A Mobilization

Mobilization for the Engineer's Estimate was calculated at 8%, which is a normal basis for estimating. However, on projects of this size and type of work, 5% is recommended as a more realistic figure.

Quantities for Borrow, Plantmix Surfacing, & Recycled Plantmix have been reviewed, and it is anticipated only normal variations should be expected for these items.

It is recommended the following changes be made to quantities & prices on the Engineer's Estimate:

Item 405-D	AC-10 Asph	630 T.	\$140.00	\$ 88,200.00
Item SP-4B	AC-2.5 Asph	1139 T.	\$140.00	\$159,460.00
Item 629-A	Mobilization	LS	5\$	\$ 68.500.00

The above revisions will reduce the Engineer's Estimate from the previous \$1,582,156.00 to a new total of \$1,437,376.00. The low bidder's quotation will then be 84.8% of the estimate. This percentage does not include \$45,306.00 savings in Haul which will be available by reason of a source change for Borrow.

Based on the above justification, the District recommends awarding this contract to Idaho Sand & Gravel of Caldwell, Idaho in the amount of \$1,219,414.54 quoted in their proposal.

mw

cc: CHO CAS w/att DF w/att PDS w/att CF

SUMMARY OF ADJUSTED BID ITEMS

•	ITEM	QUANTITY	RON	CONTRACTORS ADJUSTMENT TO BID	ASSUMED UNADJUSTED PRICE	ENGR. EST. UNIT/PRICE
205-E	205-E Borrow	19,472 су	4.12	+2.12	2.00	4.00
206-A	Haul	100,682 yu	0.00	(-)0.65	0.65	0.75
405-A	405-A Plmx Surf.	11,500 Ton	17.45	(+) 6.30	11.15	13.50
405-D	405-D AC-10 Asph.	630 T	25.00	(-) 115.00	140.00	170.00
SP 4-A	Recycle Plmx	26,700 T	16.52	(+) 6.00	10.52	14.50
SP 4-B	SP 4-B AC-2.5 Asph.	(1,139) (1;992)	25.00	(-)115.00	140.00	170.00

 $\frac{26,700}{1.055}$  T = 25,308 Ton Aggregate

25,308 x .60 = 15,185 T - New Agg; 25,308 x .40 = 10,123 Ton - RAP

 $(15,185 \times .055) + (10,123 \times .03) = 835 T + 304 T = 1,139 Ton-AC-2.5 Asph.$ 

 $630 \text{ T} \times 115 = 72,450/11/500 = $6.30/500 \text{ mix}$ 

 $1,392 \times 115 = 160,080/26,700 - $6.00/ton mix$ 

Contractor

Idaho Federal Aid Project No.

Gentlemen:

HT

This is to notify you that you are the apparent low bidder on the project for the work of \*\*\*, in the amount of \$\*\*\*\*

If awarded, this contract will operate under the following Department of Employment Office:

Department of Employment Office

The enclosed Form 2396, Proposed IBE Commitments, must be completed and approved by the Department before this contract can be awarded. The percentage of designated subcontract work by IB suppliers, manufacturers, equipment lessors, or construction firms should meet the goals specified in Part IV of the Civil Rights Provision, or adequate documentation of "good faith effort" must be furnished. PLEASE LIST ALL QUOTES FROM ALL SUBCONTRACTORS. Early return of the form will allow time to verify IBE commitments and will expedite the award process. The form MUST be returned no later than the contract due date as specified in subsection 103.05 and 103.06 of the Standard Specifications. If you have any questions on completing the form, please contact LEE MUNDELL at (208)334-8458.

Enclosed are two copies of the plans and specifications. A proposed contract will be forwarded in the next few days. Award of the contract does not take place until all contract documents are fully executed by both parties. No work shall begin on the project until the contract has been fully executed.

We are also enclosing a supply of Appointment Affidavit forms on which to certify the individual authorized to make out payrolls and to pay employees. Please complete these forms and return them to the Resident Engineer.

Sincerely,

R.W. HEDGES, P.E. Contract Administration Supervisor

Enclosures

ds

bcc: Dist Engr
Res Engr
Dist Matls Engr
Matls
FC

P S & E Supv OMS - Lois OMS

Bridge###

Public Info Pat
State Fax Commission
County Tax Commission
Contr. Adm.
Central Files

Contractor

NOTE: THIS LETTER IS SENT CERTI

Idaho Federal Aid Project No.

Gentlemen:

This is to notify you that you are the apparent low bidder on the project for the work of \*\*\*, in the amount of \$\*\*\*

This letter also confirms our conversation on \*\*\*\*\*\*\*\*, 1989 of the Public Works Licensing requirements and procedures to be qualified to do business in Idaho as a incorporated foreign Contractor.

If awarded, this contract will operate under the following Department of Employment Office:

Department of Employment Office

The enclosed Form 2396, Proposed DBE Commitments, must be completed and approved by the Department before this contract can be awarded. The percentage of designated subcontract work by DB suppliers, manufacturers, equipment lessors, or construction firms should meet the goals specified in Part IV of the Civil Rights Provision, or adequate documentation of "good faith effort" must be furnished. PLEASE LIST ALL QUOTES FROM ALL SUBCONTRACTORS. Early return of the form will allow time to verify DBE commitments and will expedite the award process. The form MUST be returned no late than the contract due date as specified in subsection 103.05 and 103.06 of the Standard Specifications. If you have any questions on completing the form, please contact LEE MUNDELL at (208)334-8458.

Enclosed are two copies of the plans and specifications. A proposed contract will be forwarded in the next few days. Award of the contract does not take place until all contract documents are fully executed by both parties, and a Public Works License is obtained in accordance with Subsection 103.02 and 107.03. No work shall begin on the project until the contract has been fully executed.

We are also enclosing a supply of Appointment Affidavit forms on which to certify the individual authorized to make out payrolls and to pay employees. Please complete these forms and return them to the Resident Engineer.

Sincerely,

R.W. HEDGES, P.E. Contract Administration Supervisor

Enclosures CERTIFIED bcc: Dist Engr Res Engr Dist Matls Engr Matls FC P S & E Supv

OMS - Lois

OMS Public Info Pat State Tax Commission County Tax Commission Contr. Adm. Central Bridge\*\*\* Central Files

Contractor

Idaho Federal Aid Project No.

Gentlemen:

We are hereby submitting triplicate copies of Contract No. \*\*\*\*, for this project.

Enclosed is one copy of this letter with a copy of Subsection 107.10 of the Idaho Standard Specifications (Responsibility for Damage) which needs to be forwarded to your insurance agent. Attention is directed to this Subsection. Please advise your insurance agent that the Insurance Certificate must cover all provisions of the Subsection. \*\*Railroad protective insurance policies are a requirement of this project, as stated in the contract on page of of the Special Provisions. No work shall commence on this project until a certificate of insurance (and Railroad Insurance Policy, if required) is accepted by this office and the contract has been fully executed by both parties.

Also enclosed are two copies of the State Tax Collector's Form WH-5. Please complete this form and return one copy to this office with the contract documents.

Please execute and return the State's and Contractor's copies of the contract by completing pages CA-2, CB-1-A-2 and CB-1-B-2. The third copy should be retained by the bonding company, who will be advised of the award date, which they may then insert. Please do not break the seal or remove pages from this contract. \*\*The previously provided LB Good Faith Efforts Summary form must be completed and approved by the Department prior to award of this contract. If the completed DB Summary has not been returned previously, it must be returned along with the completed contracts to this office.

Section 103 of the Standard Specifications requires that the contract, payment and performance bonds be executed and filed with the Division. Failure to execute the contract and file acceptable bonds within 15 calendar days shall be just cause for the refusal to award and forfeiture of the proposal guaranty to the Division of Highways as liquidated damages.

Sincerely,

R.W. HEDGES, P.E. Contract Administration Supervisor

CERTIFIED MAIL Enclosures ds

bcc: Dist Engr Central Files
Res Engr Matls.
Dist Matls Engr Bonding Co
Contr Adm Ins. Agent
PS & E Supv.

	CONTRACT NO
PROJECT NO	
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CCUNTY(IES)	DISTRICT
	WA
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BOARD APPROVAL (+ 105)	LOCAL ROADS APPROVAL
AWARD/REJECT REC'D	
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	PLANS & PROPOSAL DISTRIBUTED
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NCTES:	

date

Contractor P.O. Box City

Idaho Federal Aid Project No.

#### Gentlemen:

After a careful evaluation of your bid of \$ \*\*\*\*\*\*, received on \*\*\*\*\*\*\*\*\*, which exceeded the Engineer's Estimate by more than ten percent, the Idaho Transportation Department has determined it is in the best interest of the State to reject all bids and readvertise the project at a later date.

Your interest to provide work for the Idaho Transportation Department is greatly appreciated and we hope your firm will continue to show interest in bidding State contracts.

If you wish to discuss this in greater detail, please contact this office.

Sincerely.

R.W. HEDGES, P.E. Contract Administration Supervisor

ds

bcc: SHA CTS

Design Contr Adm PS&E Supv CF

Local Roads Mtce\*\*\* FHW A\*\*\* CHO

Dist Engr Matls

Prog Control

TRS FC OMS

Bridge\*\*\*

Date

Contractor P.O. Box City

Idaho Federal Aid Project No.

Gentlemen:

After a careful evaluation of your bid received on the captioned project, the Idaho Transportation Department has determined it is in the best interest of the State to reject all bids \*\* and readvertise the project at a later date.

Sincerely,

R.W. HEDGES, P.E. Contract Administration Supv.

ds bcc: Dist Engr Contr Adm Matls TRS CF FC FHWA\*\*

#### PR0205AL

TO: IDAHO TRANSPORTATION BOARD
Idaho Transportation Department
Division of Highways

On the acceptance of this proposal for said work, the undersigned will execute Contract Forms CA in accordance with the bid as accepted, and furnish the Contract Performance and Payment Bonds on Forms CB with approved and sufficient surety within 15 days after the prescribed forms are presented for signature.

The bidder further agrees that if awarded the contract, work will be completed

after authority to

proceed has been given in conformity with and subject to such extensions as may be authorized by the terms of "Determination and Extension of Contract Time," Subsection 108.06 of the said Standard Specifications.

Accompanying this proposal is a Proposal Bond or Cashler's Check in the amount of five percent of the total amount bid.

By signature on this proposal (reverse side), the bidder being duly sworn states that the firm, association, or corporation has not by or through any of its officers, pertners, owners or any other person associated therewith, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this highway project, and is not financially interested in or otherwise affiliated in a business way with any other bidder on this project.

By signing this document the bidder certifies to the best of his knowledge and belief that except as noted on an attached Exception, the company or its subcontractors, material suppliers, vendors, or other lower tier participants on this project;

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department of agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal of State antitrust statutes or commission of embezziement, theft, forgery, bribery, faisification or destruction of records, making faise statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default. For inquiries of an individual or Company debarment/suspension status, phone (202) 786-0680.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal. Exceptions will not necessarily result in deniel of award, but will be considered in determining bidder responsibility. For any exception noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

The undersigned hereby agrees to pay labor not less than the prevailing rates of wages set forth in the wage determination decision set forth for this project.

MSG#:K21078 IN#: 313 TO: HDAID

FROM: FHWA HH030 SENT: 02 JUN 88 08:09:48 READ: 02 JUN 88 14:30:12 SUBJ: debarment list

FROM: ASSOCIATE ADMINISTRATOR FOR

ENGINEERING AND PROGRAM DEVELOPMENT

TO: REGIONAL FEDERAL HIGHWAY ADMINISTRATORS

**REGIONS 1-10** 

DIVISION ADMINISTRATORS

THE FOLLOWING IS A LISTING OF COMPANIES AND INDIVIDUALS THAT HAVE BEEN DETERMINED TO BE UNACCEPTABLE FOR EMPLOYMENT ON FUTURE FEDERAL-AID PROJECTS. THIS LISTING IS BEING TRANSMITTED TO EACH OF THE REGIONAL AND DIVISION OFFICES VIA THE ELECTRONIC MAIL ONTYME II SYSTEM AND REPLACES THE MONTHLY SUMMARY OF UNACCEPTABLE ACTIONS THAT WAS PREVIOUSLY DEVELOPED AND DISTRIBUTED BY THE OFFICE OF THE CHIEF COUNSEL. AN UPDATE OF THIS LISTING WILL BE TRANSMITTED VIA ONTYME II TO EACH OF THE REGIONAL AND DIVISION OFFICES ON THE FIRST WORKING DAY OF EACH MONTH.

ANY QUESTIONS OR COMMENTS CONCERNING THIS LISTING SHOULD BE DIRECTED TO THE CONSTRUCTION AND MAINTENANCE DIVISION, HHO-30, 366-0355, OR THE OFFICE OF THE CHIEF COUNSEL, HCC-50, 366-0780.

/S/ RONALD E. HEINZ

FEDERAL HIGHWAY ADMINISTRATION--WASHINGTON, D.C. OFFICE OF THE ASSOCIATE ADMINISTRATOR FOR ENGINEERING AND PROGRAM DEVELOPMENT

SUMMARY OF SUSPENSION/DEBARMENT ACTIONS
JUNE 1, 1988

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COMPANY: ADDRESS:	TYPE OF BUSINESS	FROM	ТО
ALLE-CATT ASPHALT, INC. P.O. BOX 69 LOWER BRANCH RUN ROAD ALLEGANY, NY 14706	HWY CONST	7-9-87	7-9-89
BYRAM CRUSH STONE CORPORATION PEQUEST ROAD AND ROUTE 46 P.O. BOX 332 OXFORD, NJ 07863	MAT'L SUPPLY	7-10-86	7-9-89
DOSCH-KING COMPANY, INC. 16 TROY HILLS ROAD BOX 266 WHIPPANY, NJ 07981	HWY CONST	9-6-85	9-5-88
* GER-SHEP, INC. 342 RUTHRIDGE ROAD LANCASTER, PA 17604	HWY CONST	3-3-88	9-2-88
JERSEY SLURRY SEAL COMPANY 105 NORTH WHITEHORSE PIKE HAMMONTON, NJ 08037	HWY CONST	1-12-87	1-11-90
KRAMER OIL CORPORATION PEQUEST ROAD AND ROUTE 46 P.O. BOX 332 OXFORD, NJ 07863	MAT'L SUPPLY	7-10-86	7-9-89
* K. L. P., INC. 342 RUTHRIDGE ROAD LANCASTER, PA 17604	HWY CONST	3-3-88	9-2-88
LIZZA INDUSTRIES 15 REMSEN AVENUE ROSLYN, NY 11576	HWY CONST	12-4-85	12-3-88
MAC MATERIALS, INC. 411 FRONT AVENUE HARRIMAN, TN 37748	HWY CONST	6-12-86	6-11-88
* MCMINN ASPHALT COMPANY, INC. BOX 4688 LANCASTER, PA 17604	HWY CONST	3-3-88	3-2-89
* MCMINN ASPHALT PRODUCTS, INC. 1061 MANHEIM PIKE LANCASTER, PA 17604	HWY CONST	3-3-88	3-2-89

#### INSURANCE (805)

# I - Insurance Requirements and Approval

See Manual Section 107.10.

The required insurance for the project(s) shall be as set forth in the Specifications and the Special Provisions. See Exhibits 805-1 and 2 for typical examples of Public Liability and Property Damage certificates. Railroad policies will vary from company to company and will be approved by the railroad company. In special cases, the railroad company may accept a binder until the policy can be issued.

When the contracts are mailed, the contractor is given a copy of the insurance specifications and examples of insurance certificates for his insurance agent. This effort is to encourage the insurance agent to comply with our specifications. When the insurance certificate is received by Construction, it is reviewed for compliance with the specifications. When it does not comply or when items are omitted, then the insurance agent is contacted and requested to send a revised certificate. When the corrected certificate is received, it is transmitted to the district in accordance with Exhibit 107.10-1. Railroad insurance is first submitted to the railroad company. When they return it approved, it is transmitted to the district in accordance with Exhibit 107.10-1. Construction will stamp the certificate or policy with their approval. See Exhibits 805-3 and 4. When the prime contractor does not carry underground explosion and collapse hazard insurance, then the approval will be conditioned as such. It will then be the responsibility of the Resident to have the subcontractor submit the required insurance to Construction for approval prior to starting work. Following are definitions and information for further understanding insurance coverage:

The purchase of insurance is the most common method of neutralizing financial losses from pure risk that can arise in the course of conducting business. The exposure to financial losses should be reduced or eliminated whenever possible by contractually transferring the risk of loss to other parties. The insurance and indemnity provisions of contracts can be of substantial importance to the protection of both the state and the contractor.

<u>Workers' Compensation</u>: This coverage is generally required by law and provides protection to the employees of a contractor as a result of personal injury or death suffered by the employees of the contractor while in the course and scope of their employment.

<u>Comprehensive Automobile Liability</u>: This coverage provides a broad range of liability protection to the contractor while using an automobile. This coverage should be required whenever the use of a vehicle is substantially important to the completion of the work under the contract.

<u>Comprehensive General Liability</u>: This coverage insures against a broad range of liability hazards arising from the performance of the contract. This coverage should be viewed as the most basic of liability coverages required of a contractor and generally protects against the hazards of premises and operations, elevators, independent contractors, and completed operations. This coverage is also the basic coverage to which the subsequent endorsements are attached.

Broadform Liability Endorsement: This endorsement is a comprehensive addition to the Comprehensive General Liability policy and includes up to 12 other coverages depending on how it is written. This endorsement provides liability protection in many areas not covered by the Comprehensive General Liability policy. This coverage may be used as a substitute for any of the following 5 endorsements. This endorsement is generally preferred over any or all of the remaining 5 endorsements as it is somewhat broader in its coverage and generally cheaper than if the following endorsements are purchased separately. Reasons for requiring this endorsement are explained separately below.

<u>Personal Injury Liability</u>: This coverage provides protection for the contractor from such acts as libel, slander, humiliation, loss of reputation, false arrest, malicious prosecution, and invasion of privacy. The typical contract requiring this coverage would be one in which the contractor exercises some degree of control over another person while discharging the duties of his contract. Typical examples of this type of situation would be group homes and sheltered workshops or quasi-police type functions.

Broadform Property Damage: This coverage modifies an exclusion in the contractor's Comprehensive General Liability coverage dealing with property over which the contractor is exercising care, custody, and control. As such, this endorsement is necessary whenever the contractor is performing a substantial amount of his services on state property. This would be particularly relevant to janitorial contracts and other contracts where the contractor has actual possession of state property.

<u>State of Idaho Named Additional Insured</u>: The insurance agent for the contractor will place the name of the State of Idaho, Idaho Transportation Department, on the insurance certificate. This means the state will be able to turn to the contractor's insurance company for protection without having to investigate questions of negligence on the part of the state.

<u>Contractor's Insurance Primary</u>: This language should be used when the state is named as an additional insured. The purpose is to ensure that the contractor's insurance company will respond to any loss under this contract and make payment before the state's insurance company becomes involved.

<u>Severability of Interest Clause</u>: This clause will be required on all contracts. The possibility exists that the contractor may destroy state-owned property. The existence of this clause simplifies the efforts of the state in recovery against the contractor.

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PROJECT NO., CONTRACT NO., PROJECT NAME & KEY NO.

### CERTIFICATE HOLDER

STATE OF IDAHO TRANSPORTATION DEPARTMENT DIVISION OF HIGHWAYS P.O. Box 7129 Boise, ID 83707

# CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF. THE ISSUING COMPANY WILL XINDEMENTAL MAL. 3 ODAY'S WITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BEX XINDEX SOCIAL XINDEX STREET, CONTRACTOR OF THE SECTION O

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٥	DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL NEMS  PROJECT NO., CONTRACT NO., PROJECT NAME & KEY NO.										
CE	CERTIFICATE HOLDER CANCELLATION										
	STATE OF IDAHO TRANSPORTATION DEI DIVISION OF HIGHWA P.O. Box 7129 Boise, ID 83707		SHOULD ANY OF THE ABOVE DESCRIBED POLICES BE CANCELLED BEFORE THE EX- PRACTION DATE THEREOF. THE ISSUING COMPANY WILL MIGHEMMICHIK HAA. 3 ODAY'S WRITTEN NOTICE TO THE CERTURGATE HOLDER NAMED TO THE LEFT - SER XHOURS TO CHECK OF THE CERTURGATE HOLDER NAMED TO THE LEFT - SER XHOURS TO CHECK OF THE CERTURGATE HOLDER NAMED TO THE LAMBOURD XHOUSE WIND X THE CONDENS X TX REPORTED TO THE RESERVANT TO CHECK AUTHORIZED REPRESENTANTE   **CONDENS TO THE CONDENS X TX RESERVANT TO THE PROPERTY TO THE CONDENS X TX RESERVANT TO THE CONDENS X TX REPORTED TO THE CHECK OF THE CONDENS X TX RESERVANT TO THE CONDENS X TX REPORTED TO THE CHECK OF THE CHECK								

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PRODUCER	PRODUCER			THE CENTIFICATE IS REULED AS A MATTER OF REPORTATION ONLY AND COMPERS NO RESULTS UPON THE CENTIFICATE HOUSER. THE CENTIFICATE DOES NOT AMENO EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.								
		COMPANIES AFFORDING COVERAGE										
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OUM.		CONTRACT ADMINISTRATION SUPERVISOR										
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THE IS TO CERTIFY THAT POLICIES HOTHER THAT POLICIES HOTHER THAT PROLITIES HE ISSUED OR MAY PERTAIN, THE INTONS OF SUCH POLICIES.	OF MELITANCE LISTED BELOW H DIT, TERM OR CONSTITUTOR OF A BUILDINGE APPOINTED BY THE A	AYE SEE	MONED TO THE MAN ACT OR OTHER DOCK ESCHOOL HEREIN IS	MEDITALIED ABOVE MEDIT WITH RESPEC MASARCT TO ALL TO	POR THE P TT TO WHE E TEMM,	OLICY PERSON H THIS CENTER EXCLUSIONS, A	INDICATED. CATE MAY NO COMBI-					
CO LTR TYPE OF INSURANCE	POUCY HUMBER		POLICY SPECTIVE SATE PRINCENTY)	FOLICY ENFORMEDS CATE AMOUNTS	LVAR	ITY LIMITS IN T						
OBMETAL LIABILITY  A COMPRESENCE FORM	RMP 0702656		3/3/20		SCOLY	OCCUPANIOS	AGGREGATE					
T PREMISES/OPEN/TICHE	REMENTAL	140	3/1/86	3/1/87 1/1/88		\$	\$					
MICHIGATURO MICHIGANO MICHIA MI	CEP 0733066	34	3/1/86	3/1/87	DAMAGE	\$	\$					
CONTRACTUAL  NORPHIGHT CONTRACTORS	RRHENAL	•••	3/1/87	1/1/88	\$1.00 00.00	\$1,000	\$1,000					
Z PENGO FORM PROPERTY COMMOR Z PENGONI, INLINY X SEVERABILITY OF	INTEREST CLAUS	R - 1	RIMARY TWO	MDANCE.	PERSONAL BLURY		\$1,06					
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ALL CHMED ALTOS (PRIV. PASS.) ALL CHMED ALTOS (OTHER THAN)	RENEWAL		3/1/86	3/1/87 1/1/88		\$						
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CHANGE LIMBUTY			3,2,0,	1/1/00	9 1 70							
EXCESS LIABILITY						\$1.000						
OTHER THAN UNBELLA FORM					CO	\$	\$ '					
WORKERS COMPENSATION	71-02283 86		2/1/96	3/1/07	STATUTO	100 EACH ACCORN						
EMPLOYERS LIABILITY	REVENAL	3/1/86		3/1/87 1/1/88	\$ 500 DISEASE POLICY LIMITY							
OTHER THE STATE OF	IDABO, TRANSPOR	TATIO	N DEPARTME	NT, ITS A	CENTS	OFFIC	EALS.					
ARISING OUT OF THE	EMPLOYEES AND THE STATE OF IDAHO, TRANSPORTATION DEPARTMENT, ITS AGENTS, OFFICIALS, EMPLOYEES AND THE STATE OF IDAHO ARE ADDITIONAL INSUREDS FOR LIABILITY DESCRIPTION OF OPERATIONSLOCATIONS OF THE STATE OF IDAHO ARE ADDITIONAL INSUREDS FOR LIABILITY											
IDAHO FEDERAL AID PROJECT NO. MG-7046 (006) LINCOLN ROAD, YELLOWSTONE TO WOODRUFF, IDAHO FALLS, BONNEVILLE COUNTY												
CERTIFICATE HOLDER CANCELLATION												
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